

CHESTERFIELD COUNTY FAIR

August 24 thru September 1, 2012

Exhibitors and Concessionaires

Exhibition Hall Space

Outside Exhibit & Concession Space

Please Read Carefully

**Virginia Association of Fairs
International Association of Fairs & Expo.
National Independent Concessionaires**



CHESTERFIELD COUNTY FAIR ASSOC., INC.

Corner of Courthouse Road and Krause Road
Chesterfield, VA

February 8, 2012

To all Vendors:

Thank you for your interest in the 2012 Chesterfield County Fair. We appreciate our loyal vendors, which help to make our fair a success.

Enclosed is your vendor application for the 2012 Chesterfield County Fair. Please read all pages carefully, as there have been some changes made to the Rules and Regulations and other forms. In addition, please find enclosed new forms that must be turned in concerning your **County Business License**.

Please fill in all required information and return the Space Rental Application for your desired booth space. In addition, for outside vendors, the Electrical Service Request Form must be completed. A separate check for \$100 will be required for your clean-up deposit. This will be returned at the close of the fair.

Please sign and forward your application by June 1, 2012 in order to reserve this valuable space and to avoid additional charges.

Outside Vendors:

Chesterfield County Fair
c/o GB Spencer, Manager
5941 Kingsland Road
Richmond, VA 23237

email: gbs8@verizon.net
phone: 804-275-9494

Inside Vendors:

Chesterfield County Fair
Chairman/Inside Vendors
P. O. Box 801
Chesterfield, VA 23832

Dinah Hill
email: dhill2858@gmail.com
phone: 804-691-0095

If you have concerns, please feel free to contact me at jbwmaltese@gmail.com. If you are unable to email, you may contact Julia Williams at (804) 405-9234 or the fair manager, GB Spencer, at (804) 275-9494.

Sincerely,

GB Spencer, General Manager
Chesterfield County Fair

Chesterfield County Fair Association, P.O. Box 801, Chesterfield, VA 23832-9998



CHESTERFIELD COUNTY FAIR ASSOC., INC.

Corner of Courthouse Road and Krause Road
Chesterfield, VA

February 8, 2012

Dear Vendors,

According to the Office of the Commissioner of the Revenue, businesses may need a business license if they intend to sell anything as a vendor, at the Chesterfield County Fair. Almost anyone who *sells* merchandise at the fair must have a business license. Anyone who is only displaying goods or services but not selling anything will not need a business license.

Most vendors will need an *Itinerant Merchant License* with a special "*County Event*" rate (currently \$50 per calendar year). If you own a business in Chesterfield County that sells merchandise or food and currently hold a business license you will not need to get this *Itinerant Merchant License*, as long as gross receipts earned at the fair are included in those reported for your regular Chesterfield County retail location(s). A few vendors may need a different type of license.

For more information and to obtain the license application please visit the [Office of the Commissioner of the Revenue's website](#) or contact the office at (804) 748-1281 for further information or questions. From that page, you will need both the "**Application for Chesterfield County Business License**" and the "**Business License Classification Questionnaire**" to be completed and filed with the Commissioner of Revenue.

Please note this must be completed prior to the start of the fair. Thank you and we look forward to seeing you at the fair.

Thank you,

Julia Williams
President

**CHESTERFIELD COUNTY FAIR
SPACE RENTAL APPLICATION**

DATE: _____

FIRM NAME: _____
(PLEASE PRINT)

FIRM OWNER: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

TELEPHONE: (W) _____ (H) _____ (CELL) _____
(FAX) _____ E-MAIL _____

EXHIBITION BUILDING SPACE REQUEST

Number of booths needed: _____

OUTSIDE SPACE REQUEST

Frontage ft. is sold in 5 ft. linear increments with a minimum of 10ft.

No. of frontage ft. _____ Depth ft. _____

(Footage must include trailer hitches, awning, overhangs, tie-ons, tent stakes, seating, etc.)

Electricity is required for all outside space. (See enclosed request form.)

Is water required? Yes _____ No _____

Stock truck? Yes _____ No _____

Stock Truck Electricity Required? _____ If yes, enclose request form.

CAMPING SPACE REQUEST

No. of Camp Sites: Tents _____ RV'S _____ Slide Outs _____

Description of RV: _____
YEAR MAKE MODEL LENGTH

State of Registration: _____ License Plate Number _____

Tow Vehicle: _____
MAKE MODEL STATE LICENSE NO.

Will you need: Water _____ Electric _____ Sewer _____

(OVER PLEASE)

SPACE RENTAL

OUTSIDE EXHIBIT AND CONCESSION SPACE

Outside Exhibit spaces are available on request at a per foot cost. Both food concession and non-food spaces are available.

All structures must meet State of Virginia and Chesterfield County building, electrical, fire and health codes and requirements.

Exhibitor/Concessionaire is responsible for adequate size electrical cable to reach Fair's electrical service.

Electrical services for **all** outside space rentals is required. **See Electrical Service Request Form** which must be returned with application.

OUTSIDE SPACE FEES

Frontage Corners	\$60.00 per foot
Frontage	\$50.00 per foot

A signed Space Lease Agreement and all fees are due June 1, 2012. For fees and agreements received after June 1, 2012, an additional Fee of \$5.00 per foot will be added. A separate \$100.00 refundable cleaning deposit is also required at this time. See rule # 9.

EXHIBITION BUILDING COMMERCIAL SPACE

The sketches on the following page indicate the number and location of booth spaces in the Exhibition Building commercial area.

The booths will have 8 ft high pipe and fabric back walls with 3 ft. high sidewalls and an open front. Electrical outlets (110 volt) are provided. All other materials are to be provided by the exhibitors, including tables and chairs if needed. Only paper weight materials may be pinned to fabric. Cover materials for decorations should be constructed of materials that are fire retardant.

If a larger area is desired, adjoining areas may be rented and the dividing partition will be omitted. We will do our best to accommodate any other modification of space size provided the request is received before August 1.

Space preference will be assigned in the order in which the application is received. Every effort will be made to assign equally suitable space when the space requested has already been rented.

EXHIBITION BUILDING SPACE FEES (INSIDE SPACE)

Spaces 1 thru 18, 27 thru 32, and 41, 42, 50 are \$400.00 per space. Spaces 19 thru 26 ,33 thru 40 are \$375.00. Spaces 43 thru 49 and 53 thru 59 are \$350.

A signed Space Lease Agreement and all fees are due by June 1, 2012. For fees and agreements received after June 1, 2012 an additional fee of \$25.00 per space will be added. A separate \$100.00 refundable cleaning deposit is also due at this time. See rule #9.

**CHESTERFIELD COUNTY FAIR
SPACE RENTAL APPLICATION**

DATE: _____

FIRM NAME: _____
(PLEASE PRINT)

FIRM OWNER: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

TELEPHONE: (W) _____ (H) _____ (CELL) _____
(FAX) _____ E-MAIL _____

EXHIBITION BUILDING SPACE REQUEST

Number of booths needed: _____

OUTSIDE SPACE REQUEST

Frontage ft. is sold in 5 ft. linear increments with a minimum of 10ft.

No. of frontage ft. _____ Depth ft. _____

(Footage must include trailer hitches, awning, overhangs, tie-ons, tent stakes, seating, etc.)

Electricity is required for all outside space. (See enclosed request form.)

Is water required? Yes _____ No _____

Stock truck? Yes _____ No _____

Stock Truck Electricity Required? _____ If yes, enclose request form.

CAMPING SPACE REQUEST

No. of Camp Sites: Tents _____ RV'S _____ Slide Outs _____

Description of RV: _____
YEAR MAKE MODEL LENGTH

State of Registration: _____ License Plate Number _____

Tow Vehicle: _____
MAKE MODEL STATE LICENSE NO.

Will you need: Water _____ Electric _____ Sewer _____

(OVER PLEASE)

PASSES

For each 10 ft. of contracted space, you will receive two (2) exhibitor's passes (good for the entire fair) and five (5) one day drop in passes. Five (5) additional one day drop passes may be purchased for \$3.00 for adult passes or \$1.00 for children. **Additional passes must be purchased prior to 12:00 noon on the opening day of the fair.**

PARKING

Your exhibitor passes will allow you to park in the exhibitor parking area.

CAMPING FEES

Camping space with water, sewer and electrical service will be \$30.00 a day for the time in which you occupy the fairgrounds. These charges will be incurred for all days that the space is occupied including before, during and after the fair. Camping spaces with electrical service only will be \$15.00 per day occupied. An additional \$50.00 will be charge for any vehicles parked in the camping space that are connected to the electrical service. There are limited camp spaces and they will be assigned by the Fair Manager on a first come basis. Electrical service must be inspected by the Fair Electrician before hook-up.

RULES AND REGULATIONS

PLEASE READ CAREFULLY

It is your responsibility to be knowledgeable of these Rules and Regulations and they are a part of your space rental contract.

1. The rights and privileges granted by the Fair in the contract are only those stated here, no part of which shall be sublet, sold or transferred or assigned. Signs or advertising matter of any kind deemed objectionable by the Fair Manager may be removed without liability for damage to the Fair.
2. You must confine your business to the specific area you leased. There will be no soliciting or handing out of written materials outside of the space that has been leased.
3. Obstructing of visitors' passage ways, use of public address systems, recorders, gongs, bells or any other objectionable device or method of attracting attention shall not be permitted. The Fair shall be the sole authority as to what is permissible.
4. Any items or structure placed upon a leased facility or area shall conform to and be operated in compliance with requirements of the Fair, Chesterfield County, Health Department, Fire Department, Building Official and all other County, State, and Federal laws.
5. The Fair reserves the right to regulate the commodities and/or services offered by Lessee, the price received from same and the type and location of price signs, which price signs Lessee agrees to prominently post for benefit of the Fair patrons. Lessee further agrees to honor all distribution rights and privileges granted by the Fair and purchase from said distribution, all such products or services as required for use or sale at the Chesterfield County Fair.
6. The premises occupied by Lessee shall, at the expiration of the term, be returned by Lessee to the same condition as obtained at commencement of the term. Any or all parts of the buildings, stand, equipment and/or supplies belonging to and used by the Lessee during the time set forth in this contract and not removed from the fairgrounds by 8:00 p.m. Tuesday following the closing date of the Chesterfield County Fair, shall revert to and become the undisputed property of the Fair without further notice.
7. **The Lessee agrees to furnish, prior to entering the fairgrounds, proof of general liability automobile liability and worker's compensation insurance with limits, coverage and carriers satisfactory to the Chesterfield County Risk Manager. Both Chesterfield County Fair and County of Chesterfield shall be named as Additional Insured on the general liability policy.**
8. Fair management, or any representative of the County, shall have access to the leased premises and to the structures thereon at all times.
9. **A \$100 cleaning deposit will be required prior to setting up your space.** This should be in the form of a separate check which will be returned to you at the end of the Fair, if your space is clean and you have not dismantled your space prior to 9:00 p.m. on the closing day of the Fair. Please check ESI and OUT at the vendor's office in the Exhibition Building. **No space can be**

occupied until full payment of all fee (space rental, electrical, camping, cleanup) is received Bring a copy of your contract and keep it with you.

10. **Space assigned but not set up and ready for business by 2:00 p.m.** on the first day of the Fair may be cancelled and fees previously paid for such space forfeited as liquidated damages. Booth space should be attended daily but still displays are welcome. (Still displays must be checked and cleaned daily). Space shall remain open and presentable until 10:00 p.m. during the Fair. The Exhibition Building will remain open until 10:00 p.m. Space shall not be disassembled until 9:00 p.m. on closing night of the Fair. Space rental contracts may not be cancelled by Lessee without written notification and said written notification must be in the hands of the Fair Manager no later than August 1. **Refunds on cancelled space will not be made unless the above provisions are met.**

11. All exhibitors and concessionaires must keep the space or booth, plus the area immediately surrounding the space or booth, in a clean and sanitary condition at all times, removing any trash and refuse which may exist. Lessee must not throw any refuse or empty any water or other fluids on the ground. Oil must be placed in waste oil containers furnished by the Fair. Personnel must be clean and neatly attired. Persons not complying will be ordered off the grounds.

12. Exhibition Building will be open to exhibitors ninety (90) minutes prior to opening to the public.

13. There will be a charge for electrical service at all outside exhibits and concessions.

14. **PARKING WITHIN THE INNER FENCE OF THE FAIRGOUNDS IS PROHIBITED.** All trucks and motorized vehicles must complete their deliveries and be out of the inner fence by 3:00 p.m. each weekday and by 10:00 a.m. on days the Fair opens at 11:00 a.m.

Absolutely no deliveries will be allowed (except ice) by motorized vehicles after 2:30 p.m. weekdays and 9:30 a.m. on days the Fair opens at 11:00 a.m. and 12:30 p.m. on Sunday. All violators of this rule will have their vehicles towed away and impounded. Your parking area and parking pass will be designated for you upon arrival.

15. **The Fair President or General Manager reserves the right to assign parking space for any vehicle.**

16. Stock trucks may be parked on Fairgrounds near concession. The Fair Manager will assign space and **the truck must remain parked for the duration of the Fair.** There will be a charge for all stock trucks connected to electrical service. **Please refer to Electrical Service Request Form.**

17. All persons or companies that conduct prize drawings must submit to the Fair Manager, before the close of the Fair, a written statement listing the name, address, phone number and prize delivered to each winner.

18. **No alcohol, drugs, or firearms are permitted on Fair property.**

OPENING HOURS

MONDAY - FRIDAY 4:00 P.M. - 11:00 P.M.
SATURDAY 11:00 A.M. - 11:00 P.M.
SUNDAY 1:00 P.M. - 11:00 P.M.

General Manager:

GB Spencer
5941 Kingsland Road
Richmond, VA 23237

CHESTERFIELD COUNTY FAIR

ELECTRICAL SERVICE REQUEST FORM

The following electrical service charges will be effective at the Chesterfield County Fair. Please designate which hookup(s) you will need per location to conduct your business efficiently.

120 Volt Services

_____ 30 amp service @ \$ 50 per location = _____
_____ 50 amp service @ \$ 85 per location = _____
_____ 60 amp service @ \$ 102 per location = _____
_____ 70 amp service @ \$ 119 per location = _____
_____ 100 amp service @ \$ 174 per location = _____
_____ 150 amp service @ \$ 247 per location = _____

230 Volt Services

_____ 30 amp service @ \$ 99 per location = _____
_____ 50 amp service @ \$ 169 per location = _____
_____ 60 amp service @ \$ 205 per location = _____
_____ 70 amp service @ \$ 238 per location = _____
_____ 100 amp service @ \$ 347 per location = _____
_____ 150 amp service @ \$ 492 per location = _____
Electrician hookup fee @ \$ 15 per location = _____
TOTAL ELECTRICAL HOOKUP DUE = _____

OTHER ELECTRIC SERVICE REQUIREMENTS

I require _____ service and request the Chesterfield County Fair electrician to contact me directly at the address and phone number below.

This form must be returned with your application or, if you have a contract, the form must be returned with the full cost of electrical hookup due. Upon arriving at the Fair you will be given a form which you must present to the Fair's electrician.

NAME OF FIRM: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE : _____

SIGNATURE: _____

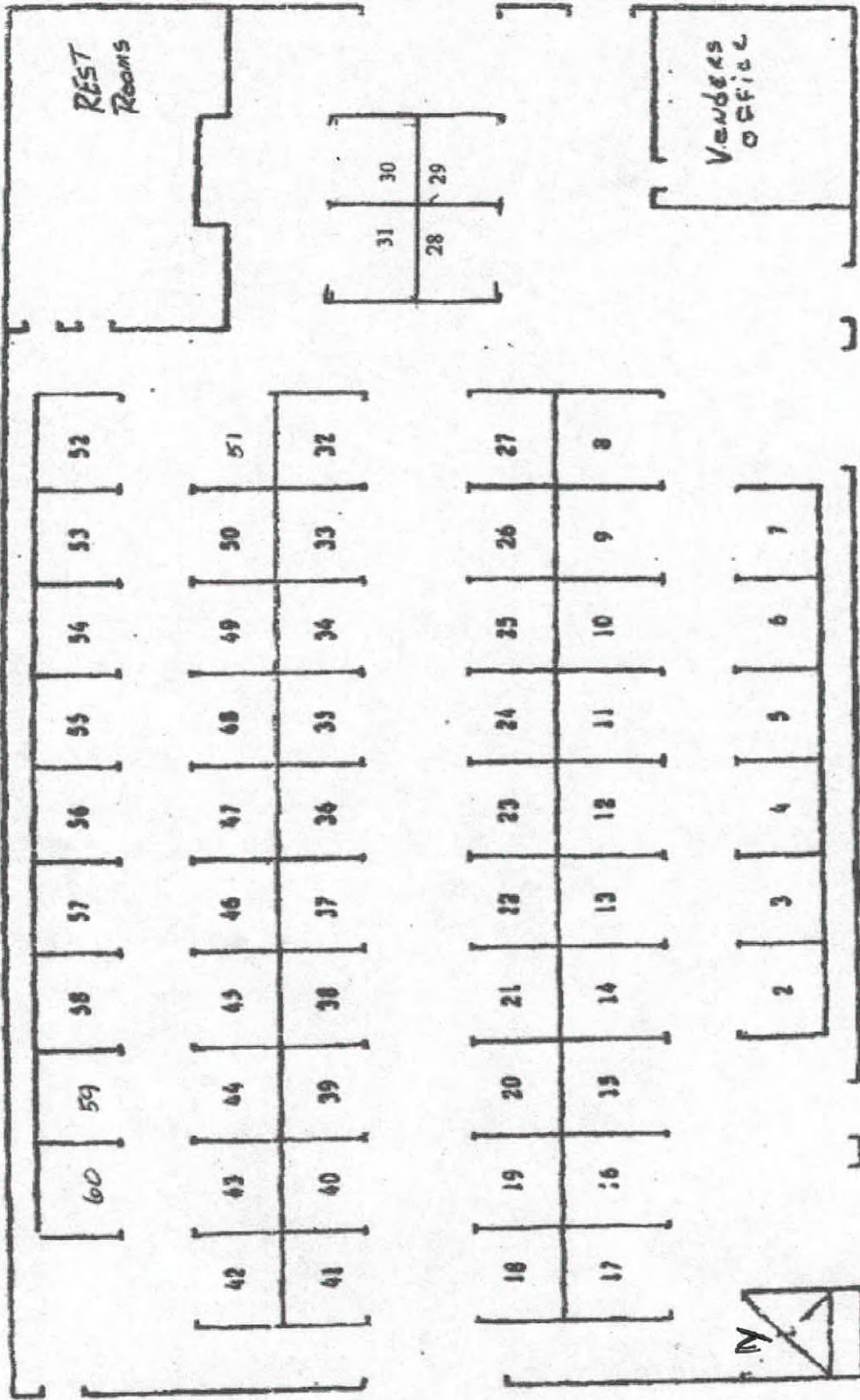
*****SPECIAL NOTICE*****

Concessionaire must provide proper size and approved cable to connect to distribution panels. All concessions must be grounded. Electrician reserves the right to refuse to connect electrical service to equipment he considers unsafe.

These prices were approved in 2011

**CHESTERFIELD COUNTY FAIRGROUNDS
CHESTERFIELD, VIRGINIA**

EXHIBIT BUILDING



BOOTHS 1 thru 7 & 16 thru 51
10 FT. WIDE X 8 FT. DEEP
BOOTH 52 thru 61
12 FT. WIDE X 7 FT. DEEP
BOOTH 8 thru 17
10 FT. WIDE X 10 FT. DEEP

EXHIBITS INC.
2505 Glen Chase St.
Richmond, Virginia 23223
Phone (804) 788-4100

SCALE: 1/16" = 1 FT.



**VIRGINIA DEPARTMENT OF HEALTH
APPLICATION FOR TEMPORARY RESTAURANT PERMIT
(PLEASE PRINT OR TYPE)**

TODAY'S DATE: _____

NAME OF ORGANIZATION/INDIVIDUAL: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (W) _____ (H) _____ (C) _____

ORGANIZATION REPRESENTATIVE NAME: _____

EVENT NAME: _____

LOCATION OF EVENT: _____

DATE(S) OF OPERATION: _____ TO _____ TIME(S): _____ TO _____

TYPE OF FOOD FACILITY: _____
(Beverage Wagon, Booth, Kitchen, Tent, etc.)

Please provide the following information. Failure to provide the necessary information regarding your operation may delay the processing of your application.

Water Service: _____ Sewage Disposal: _____

Solid Waste Disposal: _____ Liquid Waste Disposal: _____

LIST ALL FOOD AND BEVERAGE ITEMS BELOW

FOOD & BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARTION AND SERVING, EQUIPMENT USED
Example: Hot Dogs	Supermarket	Joe's Restaurant or on site	Boiled in large pot on gas grill using tongs

FOOD & BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARTION AND SERVING, EQUIPMENT USED

HANDWASH METHODS	CONDIMENTS, HOW SERVED	LIST ALL UTENSILS	UTENSIL CLEANING METHOD & SANITIZER TYPE	TYPE OF REFRIGERATION	LIST ALL COOKING EQUIPMENT
EXAMPLE: Soap, water, towels	Prepackaged mustard, ketchup, etc.	Ice scoop, tongs, knife	Bleach & water sanitizer	Reach-in refrigerator, cooler with ice	Electric grill, steam table, hot plate

Please call the Health Department prior to the event to verify the status of your application. Please notify the Health Department of any changes in your application (i.e., additional menu items, etc.).

CERTIFICATION

I have read the attached instructions, understand them, and will comply with their requirements. I understand that failure to comply may result in non-issuance of a permit or permit suspension, as per Title 35.1-18 Code of Virginia, and 12 VAC 5-421-3660 et.seq. Virginia Food Regulations.

Operator Signature

Date